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Letter dated 26 November 2001 from the Secretary-General addressed to the President of the Security Council

I have the honour to refer to my letter of 25 June 2001 to the President of the Security Council concerning my intention to establish a United Nations Office for West Africa. Following subsequent consultations, it has been determined that the Office will be referred to as the Office of the Special Representative of the Secretary-General for West Africa. It will be entrusted with the following more streamlined functions:

(a) Enhancing linkages in the work of the United Nations and other partners in the subregion, by promoting an integrated subregional approach and facilitating coordination and information exchange, with due regard to specific mandates of United Nations organizations as well as peacekeeping operations and peace-building support offices;

(b) Liaising with and assisting, as appropriate, the Economic Community of West African States and the Mano River Union, in consultation with other subregional organizations and international partners;

(c) Carrying out good offices roles and special assignments in countries of the subregion, on behalf of the Secretary-General, including in the areas of conflict prevention and peace-building efforts;

(d) Reporting to Headquarters on key developments of subregional significance.

I intend to establish the Office in Dakar. In addition to the Special Representative of the Secretary-General, who would be at the level of Under-Secretary-General, the Office would have seven international staff members. The duration of the Office would be for three years from January 2002, subject to a review to be conducted after its first year of operation.

I should be grateful if you would bring the present letter to the attention of the members of the Security Council.

(*Signed*) Kofi A. **Annan**

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